

***Larned Middle School  
Student Handbook 2017-2018***

***904 Corse***

***Larned, Kansas 67550***

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***This school agenda belongs to:***

***Name:*** \_\_\_\_\_

***Address:*** \_\_\_\_\_

***City/State:*** \_\_\_\_\_ ***Zip:*** \_\_\_\_\_

***Phone:*** \_\_\_\_\_

***Locker #:*** \_\_\_\_\_ ***Homeroom:*** \_\_\_\_\_

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## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (JR)**

The Family Educational Rights and Privacy Act of 1974, grants privacy rights to parents of students enrolled in any educational institution receiving federal funds. The law P. L. 93-380 states that the *parents have a right to inspect their child's records* within a reasonable length of time and receive an interpretation of those records if they so desire. They have a *right to challenge the validity of those records* in a due process hearing if they so desire. They have a *right to know who has had access to those records*. A *parental release* is required for any *third party request* for records or access to the records with certain exclusion such as school personnel working with the child.

A *parental notice* may be given for information to be released to another school in which the student intends to enroll. The rights of the parents pass to the students when they become 18 years of age or are attending a post-secondary institution.

If you have any questions concerning school records contact either the Building Principal or Guidance Counselor.

### **Parent Request of Teacher**

If you choose to make a teacher request for your child, it is required that such requests be based on sound, educational factors specific to your child's academic needs. Parent requests are not guaranteed, but will certainly be considered as we make our final decisions.

Reasons for your request might include:

- \* traits and characteristics of your child that most affect his/her learning.
- \* traits and characteristics of a teacher that will facilitate your child's learning.
- \* the type of educational setting you feel will best meet your child's needs.

All teacher requests must be in writing addressed to the building principal postmarked no later than May 31 of the current school year to be considered.

**FORT LARNED USD 495  
ILLNESS POLICY**

**Reason for policy:**

Although some illnesses do not require exclusion, sometimes illness requires a student to be excluded from school to prevent the spread of infection to other students and staff. Exclusion allows the student time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that may or may not require exclusion.

**Temporary Exclusion is recommended when:**

1. The illness prevents the student from participating comfortably in activities as determined by staff.
2. The ill student requires more care than the staff can give, which may result in compromising care for other students.

The student has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:

- Appears to be ill with or without a fever: pale, fatigued, and unable to participate in usual activities.
- Abdominal pain (persistent): the pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Conjunctivitis (Pink Eye): exclude for bacterial conjunctivitis (red eyes, green or yellow discharge) may return 24 hours after treatment has started and are able to participate in activities.
- Coughing: exclude for severe, uncontrolled coughing or wheezing, rapid or difficulty breathing.
- Diarrhea: defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. May return once the reason for change in bowel has been resolved for 24 hours and if the change is not due to Salmonella, Shigelloses or E. coli infections.
- Fever: (temperature of 100° Fahrenheit or higher) exclude until fever free without the aid of any medication (acetaminophen, ibuprofen, Tylenol, Advil, etc) for a minimum of 24 hours.
- Impetigo/ MRSA/ Staph: exclude until 24 hours after treatment has begun and wound can be covered on all four sides.
- Mouth sores: exclude if coupled with drooling.
- Rash: any rash that spreads quickly, has open weeping wounds or is not healing

needs to be excluded until evaluated by a healthcare provider.

- Streptococcal pharyngitis (Strep Throat), excluded until 24 hours after treatment has been begun and no fever for 24 hours.
- Vaccine preventable diseases: (measles, mumps, whooping cough, varicella, hepatitis A, etc.) exclude until a healthcare provider has determined the illness is not infectious.
- Vomiting: exclude if has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Any student with the above signs and symptoms will be separated from the group and taken care of by school personnel. The parent/guardian or emergency contact will be notified by the school to pick up the student.

Following an illness or injury, the student will be allowed to return to school when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate.

**Conditions that do not require exclusion:**

When a student becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion

- Common Colds, runny noses, and mild coughs.
- Coxsackie virus (hand, foot and mouth disease) unless has mouth sores and is drooling.
- Ear pain unless cannot participate in usual activities or is accompanied by a fever of a temperature of 100° Fahrenheit or higher.
- Watery eye discharge without fever, eye pain, or eyelid redness.
- Yellow or white eye drainage that is not associated with bacterial conjunctivitis.
- Thrush (i.e., white spots or patches in the mouth).
- Fifth Disease (slapped cheek disease, parvovirus B19)
- Roseola unless has a fever or unable to participate in usual activities.
- Ringworm: only exclude if student keeps touching the area and it cannot be covered with a dressing. Board Approved 10/10/2011

## **MEDICATION (JGCD)**

When medication is necessary, the staff may cooperate with parents in the administration of the medication. Medication forms are available in office. The following guidelines must be observed:

1. Parents must submit a medication form to the office requesting the school's cooperation in the administration of medication.
2. A medication form for prescription medication must be signed by a licensed medical person and submitted to the school. The order must clearly describe the medication, when it is to be given, and the dosage to be given.
3. Parents must also submit a medication form for nonprescription medication which requires only parental signatures.
4. Medication must be turned in at the school office at the beginning of the day. It will be the student's responsibility to report to the office at the proper time to take the medication.
5. Medication brought to school must be in its original container, and must be properly labeled.
6. Documentation of the student's name, time etc. will be logged.

## **USD 495 Head Lice Procedures**

The KHDE's (Kansas Department of Health and Environment) Office of Surveillance and Epidemiology regulates the Kansas Administrative Regulations, including KAR-28-1-1, relating to lice treatment. The regulation states, "Each student infested with lice shall be excluded from school, child care facility or family day care home until treatment with an antiparasitic drug is initiated." (1)

Therefore, the USD 495 School Board approved the following procedures which will be followed for all students in attendance in USD 495 schools:

\* A student infested with lice will be excluded from school until treated with an antiparasitic drug (i.e. an over-the-counter lice shampoo) AND shows a significant reduction in the number of nits present as determined by a school official.

\* After readmission to school, the student will continue to be reassessed daily until the student is determined to be nit-free. Subsequently, frequent follow-up assessments may be performed by a school official to ensure that a re-infestation does not occur due to inadequate treatment of personal items (i.e. hats, brushes, pillows, etc.)

(1) KDHE ZIPS article, "No Nit Policy Regulation Changed" vol. 5, no. 8, August 2007.

## **ATTENDANCE (JB, JBD, JBE, JBA)**

It shall be the policy of the Board of Education to encourage regular and continuous attendance by all students. The Board of Education recognizes that parents or guardians have the primary responsibility to see that their children maintain regular and continuous attendance.

Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance which will carry over into adult life.

Any absence from school, other than for illness, is discouraged by the Board of Education. Any parent of a student in grades K-8 who is absent from school shall call the school or send a note to school on the next school day following the absence, signed by said parent or guardian, explaining the reason for the absence. Students must report to the office with parent notification upon return to school. At that time, office personnel will record the absence as excused or unexcused and sign the agenda.

Any student missing 8 or more days in a semester excused or unexcused will automatically be put on an attendance contract.

### *An Excused Absence*

Requires a valid excuse acceptable to the principal or designee (KSA72-113 Sec C.)

Students missing classes because they are representing the school in a school sponsored activity are not required to have a note from parents and will not be recorded as absent on the official record book.

Teachers are to be instructed to identify in their grade books the day and period a student is absent. Each attendance center will indicate its means of recording an absence.

Making up work missed is the responsibility of the pupil. The allowable time for absences is two school days for each day absent. For example, if a student has been absent two consecutive days then he would have the next four school days to make up the missed work. If the work is not made up within the specified time an unsatisfactory grade will be recorded.

Students may make special arrangements with the Principal on long term illness or special circumstances.

Once a student is on school grounds that student is under the jurisdiction of the school officials. The school officials are acting "in loco parentis" (in place of parents.) Parents do not have the authority to excuse a student who cuts a class or leaves the school grounds. Students at school are the responsibility of the school officials.

No student at any time is to leave the building without checking out through the office and signing the check out log.

A student is unexcused from school when he or she is absent one school

period or more or any part thereof, without a valid excuse acceptable to the Principal or designee.

Unexcused absence(s) will result in disciplinary action by the Principal who may recommend any of the following actions:

1. Make up of lost time
2. Extra-curricular Suspension
3. Thursday/Friday School
4. Scholastic Suspension
5. Out of School Suspension
6. Expulsion

The principal shall determine whether absences are to be excused or unexcused. Unexcused absences will be disciplined by the building principal.

A student must fully be in the classroom with the proper materials for that class when the bell rings. Students that are not fully in the classroom or do not bring with them the proper materials will be considered tardy. Students are allowed three (3) free tardies a semester with each additional tardy resulting in a detention. Tardies are recorded throughout the school day, and are not for each individual classroom. Students who are tardy at the beginning of school in the A.M. (First Hour) must obtain a permit from the building office to enter the classroom. Six unexcused tardies will constitute an unexcused absence, and be counted toward truancy.

If a tardy occurs any other time of the school day, the Building Administrators will determine the procedures for recording student tardiness, and contact the student concerning the tardy.

A *Truant student* is one who is inexcusably absent on either three (3) consecutive days, five (5) or more days in any semester, or seven (7) days during the school year.

If a student, does not maintain regular attendance and make satisfactory progress in his/her classes, he/she can be placed on *scholastic probation*. The criteria for determining whether or not he/she goes on probation is as follows:

1. Is the student working to capacity or near capacity?
2. Is the student's attendance regular with no unexcused absences or tardiness?
3. Is the student's attitude such that he/she is not a discipline problem in class or around school?

The principal may place students on probation for failure to perform satisfactorily in any of these areas. If students who are placed on probation fail to improve they may be suspended or expelled.

**Students who miss the entire day of school may not attend any school sponsored extra-curricular activities that day without administrative approval.**

### **STUDENT ARRIVAL/DISMISSAL TIME (AF)**

The building is open at 7:30 A.M. for students eating breakfast, and 7:40 A.M. for other students. Students are advised to time their arrivals so that it is not necessary to wait for the doors to be opened. Students are to report to the commons when they arrive in the morning. School will be dismissed at 3:25 P.M. Unless students have makeup work or other business to conduct, they should clear the building by 3:30 P.M.

Dismissal for students walking home or being picked up will be through the North doors. We ask parents to park along Corse Street and 11<sup>th</sup> street to help ease congestion around the front of the building and create a safer environment for our students.

On occasion, arrival and/or dismissal time may vary due to severe weather or for other reasons. Please listen to the local radio/TV stations for information in these instances. In addition, we send out announcements via texts, phone calls, etc.

### **TARDIES**

A student must fully be in the classroom with the proper materials for that class when the bell rings. Students that are not fully in the classroom or do not bring with them the proper materials will be considered tardy. Students are allowed three (3) free tardies a semester with each additional tardy resulting in a detention. Tardies are recorded throughout the school day, and are not for each individual classroom.

### **DRESS CODE (JCDB)**

Appropriate dress is essential to an optimum education atmosphere and the primary responsibility for appearance resides with students and their parents. Neatness and decency are the guidelines for appropriateness. The dress code is as follows:

- No hats, sunglasses, headbands, gloves, or chains
- No visible underwear
- No visible midriffs, shirts must be long enough to cover the belly button
- No saggy jeans or shorts
- Shorts and skirts must reach at least to the tip of the fingers when the arm and hand are fully extended to the side of the body
- Spaghetti straps and other tank top style shirts must have straps that are at least three fingers wide (your child's fingers), and must fit snugly around the underarm
- No coats in the classroom
- No mesh clothing unless appropriate clothing is worn underneath the mesh clothing
- No clothing that advertises tobacco, alcohol, drugs, or other inappropriate



materials

- No shoes that contain or are capable of containing wheels or other forms of propulsion other than the traditional use of a shoe
- No Backpacks are allowed in the classrooms.
- No clothing, other accessories, or body art (tattoos or drawings) that carry gang affiliation or could easily be construed as associated with gangs
- Any other clothing deemed inappropriate by the school administration

Other than these restrictions, dress should be appropriate for the activity pursued considering decency, health, and safety.

Sponsors of clubs or organized activities who are directly responsible for student participants in such clubs or activities may require the student to meet further dress regulations as established by the sponsor.

### **FOOD SERVICES INFORMATION (EE,EEA)**

Lunch and breakfast are made available to all students at prices determined by the Board. Breakfast starts at 7:40 am while lunch is offered during the school day. Information concerning eligibility for free or reduced price meals is available to parents in the school office. Students may bring a sack lunch if they wish. Milk can be purchased separately for the student who does bring a meal from home. The following procedures are to cover all meal accounts regardless of category: free, reduced, full-price or adult meal tickets.

1. Students not eating lunch or those with sack lunches will be required to go with their lunch group to the commons, just as though they were eating a school lunch.
2. Students are not allowed to eat meals and charge them to other student's accounts.
3. Lunch money will be collected before school. Students are encouraged to purchase meals for the month, or longer periods if possible.
4. Charges to accounts will be limited to three (3) meals for students. After the maximum amount is reached arrangements need to be made with the principal or charging privileges will be suspended.
5. Students are required to remain on campus during the noon hour.
6. Parents who want to take their student to lunch may do so. Please send a signed written note naming the adult who will pick up the student in the office. Students must sign out prior to leaving the building for any reason. The parent may pick up the student in the office.
7. Students will maintain appropriate behavior during the lunch period.
8. No pop or carbonated beverages brought into the school will be allowed at lunch.
9. Students are not allowed to share or trade food during lunch.

## **CONFECTIONS**

The administration holds the right to ban all confections from the building and levy appropriate discipline.

## **BUS TRANSPORTATION (JGG)**

Bus transportation will be provided to and from school for those students who qualify. Transportation will be provided by the district for all extra class activities. Bus drivers and sponsors are in charge of students, who may be assigned seats. The following rules will be followed by students:

1. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road.
2. Unnecessary conversation with the driver is prohibited. Students should not be loud or distract the driver's attention.
3. Outside of ordinary conversation, classroom conduct is to be observed.
4. Students must not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times. No soft drinks or soft drink containers are to be allowed on the bus.
5. Students must not at any time extend arms or head out of the bus windows. Students must not try to get on or off the bus or move about within the bus while it is in motion.
6. When leaving the bus, students must observe the directions of the driver. If the student must cross the road, they should do so in front of the bus after making sure the highway is clear.
7. Any damage to the bus is to be reported at once to the driver.
8. Students riding a bus during a stormy season should be advised to listen to their home radio for storm warnings and do not attempt to reach school when so forewarned.

For violation of these rules, students may be denied the privilege of riding the bus by the school principal.

## **BICYCLES / SKATEBOARDS (JGFE-R, JGF)**

Students who ride bicycles to school must park them in the bike rack upon arrival at school. Bikes will remain in the rack until school is dismissed for the day. Students are encouraged to become familiar with and practice traffic safety laws governing bicycle usage. Bikes, scooters, or skateboards are not allowed upon the sidewalks or grounds of the Middle School. Wheeled items brought to school are the responsibility of the owner and will be left in their locker or the bicycle rack until school is dismissed for the day.

## **Novelty Items**

Students are asked not to bring items to school that may interfere with the

education of others. This includes but is not limited to water guns, rubber bands, toys, lasers (laser pointers), stuffed animals, or electronic games. Any article or novelty of this nature will be confiscated from the student and only returned to the parent. Larned Middle School and USD 495 are not responsible for items of this nature that are lost, stolen, or broken if brought to school.

### **PHONE USAGE**

Students will use the phone in the office for emergency use only (such as illness or injury). Students need to be responsible and make plans prior to coming to school.

#### **Cell Phones:**

Students will be allowed to use their cell phones during passing periods and lunch. Students caught using their cell phones at other times may have their cell phone confiscated. Additionally, they will lose all cell phone privileges for the remainder of the year. Any phone that is confiscated will have to be picked up by a parent. The individual classroom teacher will set classroom policy with regards to having cell phones in his/her classroom.

Use of a cell phone to bully, make fun of, harass, or in any other way deemed inappropriate by school administration will result in the student losing cell phone privileges for the remainder of the school year.

### **MP3s and other Music Devices**

The use of MP3 and other music devices is a privilege that can be taken away at any time. Teachers are responsible for setting their own rules and guidelines for use in the classroom. Students may use the devices at lunch and in the hallways unless they become a disruption or safety issue. Larned Middle School and USD 495 are not responsible for items of this nature that are lost, stolen, or broken if brought to school.

### **TUTORING & LATE WORK**

Tutoring is offered to all Larned Middle School students before and after school. This is an excellent opportunity for students to get extra help in any subject. All students can receive help Monday-Thursday before (7:30 am) or after (3:30 pm) school at Homework Help. We encourage students to get help from their teachers during this time as well as during the school day. As a result, students need to turn in all assignments complete and on time. Students who fail to meet this expectation will need to report to Homework Help to finish missing assignment. The student will attend from 3:25 to 4 on the day he/she does not have his/her homework completed. Students will be required to notify parents so transportation can be arranged via phone call.

If a student fails to complete an assignment and turn it in when it is

requested by the teacher, the teacher will make note on Work Needed Referral form. Parents will be contacted and students given two choices:

1. Stay at Homework Help and receive opportunity to finish work with late points deducted.
2. Take the grade as is.

Homework Help will take place Monday-Thursday. Academic responsibilities take precedence over extra-curricular activities.

Students with excused absences will be given two days for everyday they are excused to make-up work that was assigned during the absence. Assignments that were assigned with the student in attendance and become due while the student is absent are due upon the students return to class.

### **LOST AND FOUND**

Lost and found articles are kept by the school secretary. Students should report losses to the office. Articles will be given to local charities at the end of each nine weeks.

### **BOOKS AND SUPPLIES**

Students are expected to arrive in class with an adequate supply of paper, pencils, pens, etc. Course textbooks and workbooks, if any, should be brought to class daily unless otherwise directed by your teachers.

Students are issued textbooks on a loan basis. These books are to be cared for, as they are normally used over a several year period. Students with damaged or written in textbooks will be assessed damage fees at the end of the year.

Students will be given an agenda at the time of their first day of attendance to class. They will be expected to carry their agenda with them at all times. It is used as a pass, library card, communication device, etc. If an agenda is lost or stolen the student is responsible for immediate replacement at the cost of \$5.00. No pages should be removed from the agenda.

Overdue Library Books: Students will not be allowed to check out materials until the past due materials are checked in. If not returned by the end of the year, student will be charged the amount needed to replace the materials.

### **LOCKERS**

Each student is assigned a lock and locker. These are to be used only by the person or persons to whom they are assigned. Lock combinations are not to be given to others. Do not trade locks or combinations. Do not use tape, contact paper, etc. to decorate the locker. Unauthorized use or damage to lockers as a result of kicking or hitting could result in the loss of locker privileges and/or a financial assessment. Lockers are the property of USD 495, and are subject to search at anytime.

### **GUIDANCE AND COUNSELING (JE)**

Guidance and counseling is an integral part of, and is synonymous with, both teaching and learning. Teaching, learning, guidance are all necessary to the education of the whole student, but none is sufficient by itself.

Guidance is a function of education and directly contributes to realization of the school's total objectives. It is concerned with assisting the student in making adjustments and interpretations and in solving personal problems.

Guidance is essentially related to identifying and establishing a relationship with those students who can benefit from the guidance program. It will help the individual to attain the major goals of self realization, human relationship, economic efficiency and civic responsibility. There are three methods by which these goals are accomplished:

1. Students seek the counselor voluntarily. This method is generally preferred because of motivation and confidence in the counselor.
2. Students are summoned by the counselor.
3. Students are referred to the counselor.

### **DROP/ADD CLASSES**

Classes may be changed within the first week of the grading period only. Classes will be changed only for the benefit of the student.

### **HONOR ROLL (IHD-R)**

Honor Roll and Honorable Mention lists will be published at the end of each nine week grading period. Any student with a grade average of 3.5 with no grade lower than a "C" is eligible for the honor roll. Any student who has a grade average of 3.0 with no grade lower than a "C" is eligible for honorable mention.

## **ACTIVITIES (IDE-R)**

Larned Middle School is a member of the Central Kansas League and is sanctioned by the Kansas State High School Activities Association. To be eligible to participate in activities involving other schools, a student must meet the various requirements imposed by the association and by the district. One of these requirements is to remain in "good standing". Students can lose their "good standing" status through: 1. Lack of academic progress, 2. Repeat detentions, 3. Thursday/Friday School/Out of school suspension, 4. Any other factors as determined by the school administration.

### **Academic Progress**

To participate in extra-curricular activities a student must have no more than two (2) failing grades two (2) consecutive weeks based on weekly eligibility checks.

### **Participation**

Participation can be defined as travel to and from events, practice for events (before, after, or during school), actual participation in an event, or being a spectator at an event.

### **Extra-Curricular Activities**

Extra-Curricular Activities are defined as any school sponsored activity that takes place outside of the normal school day, and is not a part of the typical classroom curriculum.

### **Athletics**

Football, volleyball, basketball, wrestling, cheerleading and track programs are available to student athletes. Participants will be provided written information by the coaches concerning schedules, practice sessions, requirements for lettering, etc. Only one letter will be given to any one student in a given year. Students are expected to follow the rules of good sportsmanship.

### **Music**

Vocal and instrumental music programs are also available to students. Participants will receive written information from instructors concerning schedules, practice sessions, awards, expectations, etc.

## **CITIZENSHIP/SPORTSMANSHIP RULE 52**

The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. All ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE, or DISRESPECTFUL!  
Article 1: SPORTSMANSHIP is a general way of thinking and behaving.

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.

- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on you school or its activities.

Winning is for a day. Sportsmanship and Citizenship are for a lifetime. Let our school be known for the highest level of competition and good sportsmanship. We welcome our guests with friendly respect. May our school be humble in victory and gracious in defeat.

### **STUDENT COUNCIL (JHCB)**

Under direction of the faculty the student government is operated by the Student Council which is representative of the whole school. It is a means by which students can express their opinions to the faculty and administration. The Student Council is responsible for such activities as school parties, Christmas decorations, school elections and other activities closely connected with student life. Copies of the Student Council constitution and by laws may be obtained from the Student Council sponsor.

### **TORNADO AND FIRE DRILLS (JGF-R)**

The schools of Kansas are required to have one fire drill each month and three tornado drills each year. In order to protect students, teachers will instruct students in each room as to the correct procedure in leaving the building, QUICKLY, QUIETLY AND ORDERLY.

1. Follow route as prescribed by your instructor.
2. Walk rapidly, single file--don't run!
3. Stay with class.
4. Return to class on notice from your instructor.

### **Other Emergencies**

In the event of civil defense emergencies or other situations requiring evacuation of the building, students will be directed by school staff as to procedures to follow.

### **MISCELLANEOUS**

No visitors allowed in classes without office approval -ALL VISITORS MUST SIGN IN -IN THE OFFICE AND GET A VISITORS PASS

## STUDENT EXPECTATIONS

The following expectations are required by school personnel: **TRIBE**

### **T - TRUSTWORTHY**

**Be Safe:** Students will help and support each other by making Positive Decisions.

### **R - RESPONSIBLE**

**Be Prepared:** Students will bring materials and keep agendas complete.

### **I - ICAN**

**Be the Solution:** Students will own mistakes and work to find solutions to the problems.

### **BROTHERHOOD/SISTERHOOD**

**Be Respectful:** Students will respect others boundaries and property by acting kind on our works and actions.

### **EXCELLENCE**

**Be Your Best:** Student will give best effort and seek the best for the TRIBE.

After students have been given opportunities for self discipline and demonstration of acceptable behavior in the school environment, it may be necessary to assign consequences in an effort to correct behavior. The actions may be categorized at different levels but not necessarily in order depending on infraction.

**Level 1:** Some actions may be between a teacher and a student. These may include, but not limited to, a warning, seating change, conference with the student, a note sent home which may require parent signature, call to parents, sentences, behavior contract, detention, sent to SLR, meeting with teacher and principal, referral to grade level team, or a discipline referral to the office for serious or repeated offenses. Level 1 behaviors might include excessive talking in class, behaviors that interfere with the learning of others, failure to complete and hand in school work, or failure to comply with requests made by the teacher.

**Level 2:** Some actions may be between the grade level team and a student. These actions may included, but not limited to a conference with the team and student, a note or call to the parents, a conference with parents, referral to counselor, class schedule change, student improvement plan, detention, program modifications, request for further evaluation, referral to principal, or a referral to SLR for a class period. Level 2 behaviors are those which occur repeatedly and in several classes and have not been corrected at Level 1.

**Level 3:** Some actions may be between the administration and the student. These actions may include, but not limited to detention, assignment to SLR, ALC, OSS, private dining for lunchroom infractions, meetings with teacher, student , grade level team, or parents, scholastic probation, reassignment to another educational setting, not being allowed to attend school sponsored events. Behaviors that may be addressed at Level 3 are behaviors before and/or after school, disruptive



behavior at school activities, excessive tardiness, unexcused absences, truancy, inappropriate clothing and language, behavior that is physically threatening to others or is illegal, or failure to comply with a request by school personnel.

### **SEXUAL HARASSMENT**

Sexual harassment is illegal under several federal and state laws. Sexual harassment can mean that someone has become offended by a physical or verbal communication that is unwanted or unwelcome by one of the parties involved. Sexual harassment has no gender boundary in that a situation may be male/female, female/female, male/male, or female/male.

If a student believes that he or she has been sexually harassed, the student should first advise the offending individual that the situation is unwanted and needs to cease. If the unwanted behavior continues, the student should immediately contact the student's teacher who will investigate and determine appropriate action. If the student feels that he or she is being harassed by a teacher, the student should go to the building principal and report the harassment. The building principal will investigate and determine appropriate action.

If a student feels that he or she is being harassed by the building principal or if the student feels that proper action has not been undertaken with respect to the investigation and report of the sexual harassment claim, the student should contact the central office of Unified School District No. 495 and report the harassment to the Superintendent of Schools. The Superintendent of Schools will investigate and determine appropriate action.

All reports of sexual harassment of students will be documented as to the allegation, investigation and follow up by the teacher/principal/ Superintendent of Schools and the action taken to resolve the complaint.

### **STUDENT E-MAIL/COMPUTER POLICY**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to follow guidelines approved by teachers or the administration.

Any e-mail or computer application or information in distract computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

## **Retention/Retake Policy**

Academic achievement is the number one goal at Larned Middle School. To truly be successful in today's world, an individual must obtain an education and develop a strong work ethic. We can no longer simply pass students on to the next level if they have not met minimum requirements. To achieve promotion to the high school level, Larned Middle School students must:

### 1. Core Content Credits

LMS students must pass the following courses with a 60% or higher grade average

- i. 7th grade Math/Pre-Algebra
- ii. 7th grade Social Studies
- iii. 7th grade Language Arts
- iv. 7th grade Science
- v. 8th grade Math/Algebra
- vi. 8th grade Kansas History/American History
- vii. 8th grade Language Arts
- viii. 8th grade Science

### 2. Total Credits

In addition to passing of Core Content Credits, students must also obtain 11 total academic credits that must include:

- i. 1/2 credit of Physical Education
- ii. 1/2 credit Tech Yes/Computer Applications
- iii. 2 additional elective credits

Students who do not obtain 11 total academic credits in the 7th and 8th grade will be retained full time at the middle school. Students that do obtain 11 total academic credits but fail a core content class can be promoted to the high school, but will be required to retake those classes until they have received a semester grade of 60% or higher. Credits can be obtained by retaking the class the next school year or by attending summer school.

Academic achievement is also important for students in the 5th and 6th grade. Students who do not pass any of the four core area classes (math, language arts, science, and social studies) will be required to retake those classes. Students will have the opportunity to obtain that credit by attending summer school or retaking the class the next year.

## **PROMOTION**

At LMS Promotion, 8th grade students will wear matching robes that evening for the event. Please plan accordingly.

## **DISCIPLINARY ACTION (JCDA-R)**

Students are expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

Whenever disciplinary action must be taken, a variety of approaches may be used, including personal conferences, conferences with parents, in-school suspension, out-of-school suspension, expulsion, detention and probation. Students in in-school suspension or regular suspension/expulsion are students who are not considered to be in good standing and are not eligible to participate in extracurricular activities during the suspension/expulsion duration. What follows is an explanation of some of these disciplinary approaches, as used at Larned Middle School:

1. Detention:

May be assigned for rules infractions. Detention consists of at least a half hour study time before or after the school day. Students will report before or after school, with sufficient study materials for the half hour period. Students must be present for detention by 3:30 p.m. or 7:30 a.m., or the detention will be doubled. Once a detention has been doubled, an unexcused absence, to either the original detention or the penalty detention will result in the assignment to Thursday/Friday School.

2. Reassignment:

This disciplinary action consists of reassignment of class placement to either the structured learning room or the alternative learning center. Students are assigned to either location, where they remain for the school day, except for bathroom breaks. Assignments from regular classes are brought in to the students.

3. Regular Suspension/Expulsion:

By law, any student or students guilty of any of the following may be suspended or expelled:

- a. Willful violation of any published regulation for student conduct approved by the board; or
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school; or
- c. Conduct which substantially impinges upon or invades the rights of others; or
- d. Conduct which has resulted in conviction of the pupil or student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States; or
- e. Disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such

disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

4. Two Types of Suspensions
  - a. Thursday/Friday School
  - b. Out of School Suspension (OSS)

**a. Thursday/Friday School**

Larned Middle School utilizes Thursday/Friday School, which requires the student to stay at school from 3:30 pm to 6:30 pm Thursday and/or Friday afternoon. Students that are removed from class for unacceptable behavior will be given the opportunity to refocus so that they can be sent back to class.

**b. Out of School Suspension (OSS)**

Out of school suspensions will be used only in cases where previous discipline has not been affective or the behaviors required by policy or law. Students who are in OSS will be allowed to do appropriate class work, at home, by agreement on a case by case basis upon request by the parents/guardians.

**CANINE INSPECTION**

This campus is routinely inspected by detection canines for prohibited items in order to provide a safe learning environment.

**TOBACCO, ALCOHOL, DRUGS, and Paraphernalia (JCDA-R)**

Possession of such products is prohibited in any attendance center, on school grounds or at any school-sponsored activities. Clothing or other articles which promote such products are not in good taste and will not be allowed at school.

**WEAPONS AND DANGEROUS INSTRUMENTS (JCDA-R)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or any facsimile of a weapon:

1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to firearms or explosives, including firecrackers. No knives are allowed at school.

## **Larned Middle School Discipline Policy**

### **Refocus:**

The administration may use the Refocus Area in the LMS office for the student to refocus on his or her actions in the classroom. While a student is in refocus, he/she will not be allowed to work on schoolwork. A student must visit with the teacher to determine what steps will be taken to exit refocus and return to the class.

### **Category I:**

Category I offenses may result in the following disciplinary action being taken: Warning, Detention, Private Dining, TFS, OSS, & Other loss of privilege

*Examples of Category I offenses can include:*

Tardies (Each student will receive 3 free tardies each semester. Each subsequent tardy will result in a 30 minute detention)

Inappropriate Behavior (Dress Code, PDA, Profanity, Horseplay, ETC.)

Disruptive Behavior (Any behavior that interrupts the learning environment of others)

Insubordination (Failure to comply)

Detention Violation (Failure to serve assigned detentions within an appropriate time frame)

Computer Violations

Harassment (Physical, Emotional, Verbal, ETC.)

Open Defiance

Forgery (Presenting false notes to school personnel)

Vandalism (<\$250)

Cell Phone

### **Category II:**

Category II offenses may result in the following disciplinary action being taken:

Detention, TFS, OSS, Long Term Expulsion, Police Report

*Examples of Category II offenses can include:*

Possession of Alcohol, Tobacco, or Tobacco Products

Being under the influence of Alcohol or Tobacco

Fighting

Possession of a Dangerous Weapon (Knives under 2.5 inches, Explosive Devices, Stink Bombs, Needles, Stick Pins, Lighters, Clubs or other Bludgeons, Facsimiles of Weapons (toy weapons) ETC.)

Possession of Drug Paraphernalia (Wrapping Papers, Pipes, ETC)

Extortion

Vandalism (>\$250)

False reporting of Fire or other Emergencies

**Category III:**

Category III offenses may result in the following disciplinary action being taken:  
TFS, OSS, Long Term Expulsion, Police Report

Examples of Category III offenses can include:

Sale or Distribution of Alcohol, Tobacco, or Tobacco Products

Bomb Threat

Use, Sale, Distribution, or Under the Influence of Drugs

Use, Sale, Distribution, or Under the Influence of Drug Look-a-Likes

Physical Assault on Students or Staff

Endangerment

Possession of a Weapon (Knives over 2.5 inches, Guns, ETC)

Use of a Weapon

**EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY**

USD #495 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the compliance with Title VI, Title IX, or Section 504 may be directed to the Title IX Coordinator, who can be reached at 620-285-3185, 120 E. 6th, Larned, Kansas 67550.